

Design Review Board (DRB) Sign Permit Application Process

Steps	Actions	Comments
Preliminary Inquiry	1. Pick up Application from the Planning Department	Also talk to the Building Inspector to make sure you can conduct your business or service at the particular address.
Sign Design	2. Design your sign.	Submission requirements for review of your sign design are shown on the application. Since the sign design may change during review, do not have the sign made until you receive DRB approval.
Submission	3. Submit 7 copies of the Application, including all Plans to the Planning Dept. 4. Design Review Board will set date for review (the first Thursday of the month).	Application must be complete* and sign proposal must meet the basic standards of the ordinance before it will be received and a review date set. * A completed Application includes the Building Inspector's signature prior to submitting the application to the Planning Department.
DRB Review	5. Attend DRB and present proposal. 6. DRB makes decision.	At the meeting, the DRB will review your proposal. It is best to represent yourself at the meeting. You may also want to bring your sign maker. If you cannot attend, your sign maker can substitute for you. The DRB must act within sixty (60) days of the receipt of the Application.
Approval	7. City Planner will mail the approval letter to the Applicant	
Sign Permit	8. Obtain Sign Permit from the Building Inspector.	Once the sign has been approved, the applicant must get a sign permit from the Building Inspector.
Construction	9. Construct and erect sign.	The sign must be built exactly as approved by the DRB. Any future changes to your sign will require issuance of a new permit.